

SECRET
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140156-0

PREPARE IN DUPLICATE

DDG/OPR/ISS - 29

1. TITLE OF REPORT (If a fill-in report include Form No.)

2. TYPE OF REPORT
STATISTICAL
NARRATIVE
XX MACHINE-NAME LISTING

Agency Training Record-Training of Contract Employees

3. FUNCTIONAL AREA
PERSONNEL XX TRAINING
LOGISTICS SECURITY
MEDICAL FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annual

6. DISTRIBUTION (No. of components not number of copies)

3

7. FORMAT (memorandum, form computer print-out, etc.)

Computer print-out

8. ADP PROCESSING

XX YES IF YES GIVE ADP PROCESSING NO.
NO 601G

9. DIRECTIVE AUTHORITY REQUIRING REPORT

HR []

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

OCS

OTR/ISS/AIR

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None

(Same as 601E)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
Same as 601A									

B. COSTS OF COMPUTER PRODUCED REPORTS

285 pages at 3¢ per page x 3 copies x 1 a year =	\$25.65
TOTAL COSTS PER YEAR	\$25.65

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

25X1 HR [] This report will be deleted and not produced as the information has been added to the 601A Report.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT		
RETAIN AS IS	MAN-HOURS	DOLLARS
CHANGE		
XX DISCONTINUE Has now been made a part of 601A Report	0	\$51.30 STAT
15. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	
9 OCT 19	Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140156-0 Records Management Officer, OTR	
18. EXTENSION		[]